



Field Representative III

Details

Job ID : 332

Title : Field Representative III

Job Code : 1039

Salary : \$2,603.00 (Monthly)

Grade : 10

Tenured : YES

Job Departments

- Court Services - Clerk Services

Purpose

Responsible for providing services to the Circuit Court Clerks in general, and monitoring compliance with the policies and procedures specified in the Clerks' manual.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : 3 Years of Related Experience

Job Required Knowledge

- 3 years related experience must be as field representative II
- 4 year degree must be in business, public administration, criminal justice, or closely related field
- Experience in the Circuit Clerk's office will substitute 1:1 for education requirement

Job Skills/Abilities

- THOROUGH UNDERSTANDING OF CURRENT CASE MANAGEMENT SYSTEM
- GOOD COMMUNICATION AND COMPUTER SKILLS
- MUST BE ABLE TO TRAVEL STATEWIDE
- MUST HAVE A VALID DRIVER'S LICENSE

Job Duties

- ASSIST WITH THE COMPILATION OF MANUALS
- PERFORM ALL DUTIES OF FIELD REPRESENTATIVE I AND FIELD REPRESENTATIVE II
- TRAIN DEPUTY CLERKS
- PREPARE TRAINING MATERIALS
- REVIEW LEGISLATION FOR IMPACT ON CASE MANAGEMENT PROCEDURES
- OTHER DUTIES AS ASSIGNED